

PERSONAL MAIL INSTRUCTIONS FOR CIVILIAN PERSONNEL

All mail to be forwarded to personnel at TDY location will be sent in a double envelope addressed as follows:



A supply of preaddressed envelopes will be available for personnel to give to their families to use for this purpose.

Inner envelope will be marked with individual's name only and need not, repeat not be stamped. The inner envelope will be delivered unopened to addressee at TDY location.

If additional envelopes are needed by families they should notify the Administrative Office by phone (Edwards AFB extension ) or by a note to that effect in the Outer envelope of their correspondence.

PERSONAL MAIL INSTRUCTIONS FOR MILITARY PERSONNEL

All mail to be forwarded to personnel at TDY location will be sent in a double envelope addressed as follows:



A supply of preaddressed envelopes will be available for personnel to give to their families to use for this purpose.

Inner envelope will be marked with individual's name only and need not, repeat not be stamped. The inner envelope will be delivered unopened to addressee at TDY location.

If additional envelopes are needed by families they should notify the Administrative Office by phone (Howard's APD extension ) or by a note to that effect in the Outer envelope of their correspondence.